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ADOA-SPO

State Procurement Office

ARIZONA PROCUREMENT QUARTERLY

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Veterans Procurement Fair

On September 5, 2014, the State Procurement Office (SPO) hosted a procurement fair for local veteran-owned businesses. The event was an opportunity for veterans and their business representatives to meet with procurement officers from twelve of the state's largest agencies.

District 5 Representative Sonny Borrelli gave opening remarks at the Veterans Procurement Fair, and spoke about the importance of supporting those who have served in the U.S. Armed Forces. Rep. Borrelli spoke one-on-one with many attendees about their businesses, their service, and how to do business with the State of Arizona. Ted Vogt, Director of the AZ Department of Veterans' Services, also helped kick off the event by welcoming veteran attendees.

Representatives from 37 veteran-owned businesses attended the fair and met with procurement officers to discuss their agencies' specific purchasing needs. Staff from the ProcureAZ Help Desk were there to meet one-on-one with fair attendees. The ProcureAZ team was able to help vendors register on the state's eProcurement system,



AZ Department of Veterans' Services Director Ted Vogt, State Representative Sonny Borrelli (Dist. 5), and State Procurement Administrator Barbara Corella at the Veterans Procurement Fair.

and answer questions about using the site. (The ProcureAZ Help Desk can be contacted during normal business hours at 602-542-7600 or procure@azdoa.gov.)

Throughout the day, SPO also presented a breakout session entitled "How the State of Arizona Contracts for Products & Services – By the Numbers." During the presentation, attendees learned about how state agencies post solicitations, how vendors can submit bids or proposals, and how contracts are awarded.

The State Procurement Office understands that the chance to meet procurement officers in-person can be a

tremendous learning experience for potential contractors. SPO expects to schedule more procurement fairs in 2015, to continue to provide a venue for these important interactions.

SPO extends a special thank you to Representative Borrelli and Director Vogt for making time in their busy schedules to personally welcome veterans at the fair.

Please join us!

CPO Meeting Small and Medium Sized Agencies

Wednesday,
October 29, 2014
9:00am
ADOA Room 300



Top left : Rep. Sonny Borrelli and State Procurement Administrator Barbara Corella give opening remarks at the September 5th Veterans Procurement Fair.



Top right: Rep. Borrelli and AZ Department of Veterans' Services Director Ted Vogt speak with fair attendees.



Bottom row: Veterans business representatives speak with state agency procurement staff.

Procurement Compliance Program

With the Procurement Performance Reviews (PPRs) and Control Self-Assessments (CSAs) underway, the SPO Compliance Unit has identified a few areas of high performance as well as opportunities for improvement. These recommendations provide clarity when utilizing best practices in public procurement and maintain uniformity in the State. Below are the top three topics that have appeared most frequently:

Is there a Procurement Request, in writing, on file (Requisition/Email/Other)? (R2-7-205)?

When your requester makes the initial request for a material or service, is your procurement officer uploading that request to ProcureAZ as a SP#006 “pre-solicitation document”?

Does the solicitation include Scope of Work/Specifications and Terms and Conditions? (RFP – TB47 – Attachment 1) (R2-7-C301)?

According to TB #047, both Section A and Section B from Attachment #1 of said TB, shall be included under *Special Instructions to Offerors* for **each Request for Proposal** solicitation.

Did the agency director, or designee, inform employees when the first PDS was signed, and notify the State Procurement Administrator?

Is your agency remembering to notify SPO/ Help Desk of all procurements greater than

\$10,000? As per TB#10 and SP#003, the agency director or designee shall make notification when the first Procurement Disclosure Statement is signed.

In addition to the topics above, here are some frequently asked compliance questions:

Q: Is a procurement manual required by the Arizona Procurement Code (APC)?

A: A procurement manual is a best practice in public procurement to help provide agencies with supplemental guidance to put the requirements of the APC, TBs, and SPs into a workable direction specific to your agency's need. Additionally, SPO is preparing a procurement manual template to assist agencies in the development of their own manuals.

Q: When is my agency required to do a CSA? Scheduled for a PPR?

A: The SPO calendar of scheduled CSAs and PPRs is found under Agency Information – Compliance – Schedule. Though please note, this schedule is subject to change as needs or requests arise. The CSA is a great tool for identifying strengths and opportunities or preparing for an audit! This handy tool is always available on the SPO website under Agency Information – Compliance – Control Self-Assessment.

For more details about the new program, visit the compliance page on SPO's website: <https://spo.az.gov/administration-policy/compliance>.

Get to Know SPO

The State Procurement Administrator chairs the Set-Aside Program Committee, and each quarter, the ADOA Director reports to the Governor on the status of the program.

In the final quarter of FY2014, 85 state agencies purchased \$5,757,893 of goods and services from Set-Aside vendors. There are currently 20 contracts administered under the Set-Aside Program.

ProcureAZ Enhancements for BREAZ

As you likely know by now, BREAZ stands for **B**usiness **R**e-Engineering **A**riZona and is the name given to the project to replace the State's central accounting system, AFIS, along with a number of other agency accounting systems. Combined with the State's existing procurement system (ProcureAZ) and human resource system (HRIS), the new financial system is set to go live in July 2015.

To support the efforts of the BREAZ project, the State Procurement Office (SPO) is investing in ProcureAZ enhancements to capture more information to pass along to

the new accounting system. SPO has worked with various small, medium and large agency ProcureAZ users to evaluate these enhancements. SPO will be recruiting agency users to assist with testing these enhancements in the new year.

If you are not using ProcureAZ for your purchasing, receiving and invoice processing activities, please contact the SPO liaison listed on the Agency Shared Services page at <https://spo.az.gov/procurement-services/agency-shared-services>.

CPO Perspective: Why did you choose a career in public procurement?

Public procurement is a career that attracts professionals with a wide variety of experiences. Whether from military backgrounds or jobs in the corporate world, the State of Arizona's Chief Procurement Officers' paths led them to challenging management positions. Here, CPOs from some of the state's largest agencies share how they decided to make public procurement their career.

Bertha Whitby Department of Transportation

In 1993, after working in purchasing in the private sector for nine years, I found myself without a job.

The only experience I had was in purchasing and in the small town of Douglas, AZ, population 12,000 there were not many purchasing opportunities. That also meant that when there were positions available there was a very small pool of qualified candidates. So when the DES employment specialist let me know that there was a Buyer I position open with the Department of Corrections I applied, was hired, and the rest is history.

Involvement in public procurement was a natural outcropping of administering contracts while working at the Arizona Department of Economic Security (ADES). It was obvious that the Hunger Relief and the Refugee Resettlement Programs, and the Division of Developmental Disabilities' direct-client-services clearly were making a difference in peoples' lives. It was also obvious that service delivery could be much better if scopes of work were well-defined and included measurable outcomes that demonstrated that clients were benefiting from the services.

Cathie Rodman Department of Economic Security

By 2005, the solicitation of services was exclusively handled by the ADES Office of Procurement (OP), not at the Division level. Joining OP was a logical next step that allowed

me to focus on learning to procure services really well. Although I have been at OP for nine years, I continue to learn better ways of soliciting for services and developing contracts, and know that there will never be a dull day.

Leon George Department of Corrections

My first encounter with public procurement occurred when I served as a supply officer in the U.S. Navy. I was "volunteered" to serve aboard a ship to take care of

the logistics; this included handling the money, ordering equipment and consumables, and providing food service for the crew. One of more enjoyable duties for me was to be able to spend the government's money. As a result, after the military I began working for the Department of Economic Security so that I could continue in public procurement and serve the citizens of Arizona.

Chris Ruth Department of Health Services

I did not choose a career in public procurement as much as it chose me. We moved to Arizona from Minnesota in 2003 to assist my parents. In Minnesota I worked for

a large private company and in my seventeen years there, I held positions in finance, legal and marketing. I was a financial analyst for the travel group, created contracts while aligned with the legal department, and responded to RFPs while a Marketing Director. Upon moving I accepted a position with a department store at Arrowhead but it didn't take long before I realized I did not enjoy retail. Because of my previous experience, I applied for a Buyer position with ADHS and over time became a Procurement Specialist, Deputy Chief Procurement Officer, Acting Chief Procurement Officer and eventually the CPO.

David Wisniewski Department of Veterans' Services

I started out as a Business Major and when it came to the time to pick my curriculum, after carefully discussing with a Counselor at ASU, I choose Procurement. I

worked in the private sector for a number of years mostly at American Express. Re-orgs were normal in the private sector and happened about every 2 to 3 years. After about 9 ½ years they outsourced and moved a great deal of procurement overseas. I liked the stability factor of public procurement plus this was an excellent opportunity to learn something new.

Strategic Contracts: Unlocking Purchasing Power for AZ

The following statewide contracts were recently awarded:

- Data Center Services: ADSP015-00004319
- Used Automotive Fluids Collection and Disposal: ADSP015-079852
- Taser Brand Conducted Electrical Weapons and Accessories: ADSP015-080208
- Financial Advisors: ADSP014-00003944

The following statewide contracts will be awarded soon:

- OEM Parts and Repair Services for Vehicles
- Web Content Filtering Services
- IT Research and Advisory Services (to include Assessment Services)
- WSCA P-Card – participating Addendum

Upcoming Bid Openings

Visit <http://procure.az.gov> for more information.

Bid #	Buyer	Description	Bid Opening Date
COCHA14-00004356	Christina Pryor	City of Chandler Development of Site 1-2-3	10/24/2014 15:00
ADJC15-00004590	Keith Moody	Fence Project (J15016)	10/24/2014 15:01
MOHA12-00004571	Christine Van Vleet	Enterprise Content Management System & Professional Services	10/24/2014 16:30
ASRS15-00004566	Russ Levine	Software Professional Services	10/27/2014 14:59
COCHA14-00004577	Juan Martinez	City of Chandler Police Uniforms	10/28/2014 14:30
ADHS15-00004383	Miranda Riojas	Medical Equipment, Repair and Maintenance	10/28/2014 15:00
ADOT15-00004509	Earl Payne	Modular Office Structures	10/29/2014 15:00
ADSPO14-00004241	Charlotte Righetti, CPPB	Carrier and Broadband Provider Services	10/29/2014 15:01
COCHA14-00004584	Juan Martinez	City of Chandler Police Supplies	10/30/2014 14:30
ADOT15-00004506	Sharon Tohtsoni	Janitorial Services for Department Facilities Located in the Phoenix Metropolitan Area	10/30/2014 15:00
ADOT15-00004476	Sharon Tohtsoni	Janitorial Services for Department Facilities located in Yuma Arizona	10/30/2014 15:00
ADOT14-00003878	Susanna Hernandez	Snow Plows	10/30/2014 15:00
ADHS15-00004434	Jacqueline S. Ortega-Avila	LABORATORY TESTING SERVICES - STD PROGRAM	11/3/2014 15:00
ADOC15-00004576	Linda Wright	Residential Community Behavior Modification Program	11/3/2014 15:01
ADES15-00004545	Najwa Stuck	Long Term Care Consultant Services	11/5/2014 15:00
ADOC15-00004339	Margaret Deskins	Veterinary Services for All Institutions & ADJC 15-036-20	11/5/2014 15:01
AAGO15-00004597	Lorraine Ball-Schwarzwald	Housing Support Services	11/6/2014 15:00
ADHS15-00004312	Sue Anne Tan	BUILDING PARTNERSHIPS FOR QUALITY CARE	11/6/2014 15:00
ADHS15-00004459	Jacqueline S. Ortega-Avila	YOUTH PREVENTION EDUCATION PROGRAM	11/7/2014 15:00
COCHA14-00004587	Dara Griffith	City of Chandler Lone Butte Water Reclamation Facility Improvements	11/12/2014 14:30
COCHA14-00004589	Dara Griffith	City of Chandler Copper Room Renovations	11/13/2014 14:30
ADPS15-00004593	Deborah Paddock	Towing Services; DPS District 8, Pinal and Santa Cruz counties	11/13/2014 15:00
AGFD15-00004553	Donna Bailloux	Outsourcing of Hunter Harvest Questionnaires	11/14/2014 15:00
COCHA14-00004607	Allan Zimmerman	City of Chandler Housing Playground Renovations	11/17/2014 14:30
COCHA14-00004608	Allan Zimmerman	City of Chandler Folley Pool Toddler Slide Replacement	11/18/2014 15:00
ADED15-00004603	Kim Grantham	ELAA ABE/ASE Assessment	11/19/2014 15:00
AGFD15-00004579	Donna Bailloux	Bald Eagle Nestwatch Services	12/4/2014 15:00
ADSPO14-00003979	Rick Crago	Draw Games	2/5/2015 14:00

State Procurement Office

Located within the Arizona Department of Administration, SPO serves as the State's central procurement authority and is responsible for the authorization, oversight and management of the contracting and purchasing activities of the State.

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<http://www.spo.az.gov>

We welcome your feedback regarding what you might like to see in future newsletters. Please send comments and suggestions to danielle.webster@azdoa.gov.



Vendors, register on ProcureAZ to receive notifications of future solicitations.

Visit <https://spo.az.gov/contractor-resources/procureaz-resources-for-vendors>

to view FAQs, user guides, and a webinar developed specifically for vendors.

The ProcureAZ Help Desk can be reached at 602-542-7600 or procure@azdoa.gov Monday through Friday from 8:00am to 5:00pm MST.

ProcureAZ Training Schedule

State Employees (Register through Y.E.S.)

Solicitations & Contract Management

9am–4pm

11/13 and 12/11

On/Off Contract Ordering

9:30am – 12:30pm

11/20, 12/4 and 12/18

Vendors

(Registration is posted as a News Item in ProcureAZ at the beginning of each month. Space is limited.)

Vendor Training Webinar

10am–11:30am

10/30, 11/18 and 12/17

Get to know SPO

In addition to providing support for ADOA's procurement activities, SPO's Shared Services team supports 83 state agencies and boards.